

**STATE OF UTAH**  
**DEPARTMENT OF PUBLIC SAFETY**  
**PEACE OFFICER STANDARDS AND TRAINING**

☐ **Basic Training**  
Session # \_\_\_\_\_

☐ **In-Service Training**

☐ **Dog Training**

**INSTRUCTIONAL SERVICES CLAIMED**

DATE	CLASS TAUGHT	LOCATION OF CLASS	HOURS	RATE	TOTAL
<b>TOTAL AMOUNT CLAIMED FOR INSTRUCTIONAL SERVICES</b>					\$

I hereby certify, that the time spent instructing in the above class, was my own personal time, and that I was not compensated for that period of time by another government agency. I further certify, that my lesson plan and presentation, follow the currently approved student performance objectives.

**MILEAGE CLAIM**

DATE	FROM	TO	TOTAL
<b>TOTAL AMOUNT OF MILEAGE CLAIMED</b>			

I hereby certify, that I furnished my own transportation to complete the above travel and that said travel was not furnished by a governmental agency.

**MAKE CHECK PAYABLE TO:**

**NOTICE: Time must be turned within 7 days of Instruction**

Instructors Name:	Date:
Home Address:	SSN:
City/State:	Department
Zip Code:	Signature:

Please print clearly. All information must be current and correct. If you recently changed addresses, click here for a new W-9. form.

**FOR POST USE ONLY:**

Approved By:	Date:
Charge Org:	Pay This Amount:

**If you traveled overnight to teach a class and claim lodging and/or meal rates. Please fill out the second page.**

## Travel Information

### The State of Utah reimburses lodging at the following rate:\*

- (1) Lodging is reimbursed for single occupancy only
- (2) Hotel/Motel is reimbursed at the actual cost up to \$55 per night plus tax except in Moab, metropolitan Salt Lake City (Draper to Centerville), Ogden city, and Provo/Orem city. In these areas, the rates are:
  - (a) Moab - \$65 per night plus tax
  - (b) Metropolitan Salt Lake City (Draper to Centerville) - \$68 per night plus tax
  - (c) Ogden city and Provo/Orem city - \$63 per night plus tax.

A list of the Hotel/Motels that comply with the state rates are available on request.

### The State reimburses meals at the following rate:

- (1) Meals are automatically calculated according to your departure and return times.\*\*

Breakfast	\$ 6.00	If you leave before 6:00 a.m.
Lunch	\$ 9.00	
Dinner	\$ 15.00	If you return after 7:00 p.m.
TOTAL	\$ 30.00	

Departure Date:	Departure Time:	Location traveled to:	Date Returned:	Time Returned:

I hereby certify, that I paid for the above lodging and meals and that said lodging and meals were not paid for by any other governmental agency.

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**Travelers signature**

\* You need to provide the Hotel / Motel receipts.

\*\* You do not need to provide the meal receipts.